

# POSITION DESCRIPTION

1. Agency PDCN 70569000

<b>2. Reason for Submission</b> <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)		<b>3. Service</b> <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	<b>4. Empl Office Location</b>	<b>5. Duty Station</b>	<b>6. OPM Cert #</b>
		<b>7. Fair Labor Standards Act</b> Not Applicable	<b>8. Financial Statements Required</b> <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		<b>9. Subject to IA Action</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>10. Position Status</b> <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		<b>11. Position is</b> <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	<b>12. Sensitivity</b> <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens		<b>13. Competitive Level</b>  <b>14. Agency Use</b> OFFICER, WO

**15. Classified/Graded by**  
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Range Operations Manager	GS	0301	11	ml	27 Oct 04

**16. Organizational Title** (If different from official title)  
Range Officer

**17. Name of Employee** (optional)

**18. Dept/Agency/Establishment** - National Guard Bureau

a. First Subdivision - State Adjutant General

b. Second Subdivision - Joint Force Headquarters-State

c. Third Subdivision - Operations Directorate

d. Fourth Subdivision - ARNG Training Center

e. Fifth Subdivision -

**19. Employee Review.** This is an accurate description of the major duties and responsibilities of my position.

Employee Signature /Date (optional)

**20. Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Signature \_\_\_\_\_ Date \_\_\_\_\_

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**21. Classification/Job Grading Certification:** I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action

MYRA LOCKIE  
Human Resources Specialist (Classification)

Signature \_\_\_\_\_ Date 27 Oct 04

**22. Standards Used in Classifying/Grading Position**  
USOPM/PCS for: Miscellaneous Administration and Program Series, GS-0301, Jan 79;; General Schedule Supervisory Guide, Jun 98.

**Information For Employees.** The standards and information on their application is available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

**24. Remarks:**  
Released from NGB-J1-TNC, CRA 04-1019C, dated 27 Oct 04.

## 25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION:

This position is located in the Joint Force Headquarters—State, Operations Directorate (J-3), Army National Guard (ARNG) Training Center, Range Operations. The primary purpose of this position is to serve as a Range Operations Manager with responsibility for live fire training facilities and impact areas; serving as an advisor on all matters pertaining to the use of training center range facilities; and maintaining responsibility for the conduct and safe firing of live ordnance. Manages technicians, AGR personnel, state, contract, and M-Day soldiers. Develops state and Federal financial budgets to include the Range and Training Land Program, Integrated Training Area Management program, and state budgets. Plans and coordinates specialized training events involving Active and Reserve Component Special Operations Forces of a classified nature. May support JCS level exercises for Commanders In Chief of Combatant Commands such as U. S. Central Command.

b. DUTIES AND RESPONSIBILITIES:

(1) Responsible for the timing, coordination, and safety of combined arms firing exercises which involves armed aircraft, maneuvering, mounted and dismounted types of indirect and direct fire. Ensures that all are conducted simultaneously without incident or mishap. Supports commanders and staff officers from all active and reserve military units (and nonmilitary organizations) in tactical training requirements within the training center. Manages an extensive maneuver complex and multiple live-fire ranges at a Maneuver Training Center-Heavy/Power Support Platforms (MTC-H/PSP) or Maneuver Training Centers-Heavy (MTC-H). Provides organizational personnel on all matters pertaining to safety in the firing of live ordnance. Directly responsible for developing and enforcing the installation range safety program and directs preparation and staffing of all installation range safety publications. Determines and enforces safety parameters for all non-standard firing ranges. Develops, updates, and coordinates the training center Five-Year Range Development Plan. Coordinates with senior commanders and staff officers, matters pertaining to the capabilities and limitations of the training center range complex and maneuver safety program. Maintains appropriate security clearances in order to receive and give classified briefings. In coordination with other directorates, ensures a safe hunting/fishing program.

(2) Plans, directs, and manages range activities. Reads and interprets regulations and directives pertaining to range operations and activities. Develops, prepares, and revises training center range regulations, as required. Reviews correspondence pertaining to the operation and allocation of available range assets in support of battalion and brigade size military units. Plans for mission accomplishment considering resource constraints. Manages personnel to ensure timely and adequate maintenance of range facilities with coordination for engineering and housing related work. Monitors the allocation of range areas to ensure compliance with all policies and procedures; and

in accordance with needs and priorities, ensures maximum safety utilization. Assists units in solving problems that arise during training. Must be knowledgeable on current military training doctrine. Makes informed decisions on the ability of using units to conduct specialized/classified training events using an extensive risk management program. Makes recommendations to the training center commander and using unit commanders to approve or amend requested specialized/classified training events. Conducts specialized and/or classified operational, safety, and capability briefings in support of unique training events.

(3) Plans and schedules work, sets and adjusts short-term priorities, and prepares work schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and the abilities of staff. Provides advice, guidance, and direction to employees on a wide range of range management and administrative issues. Interviews candidates for positions and selects, or recommends selection of, candidates for vacancies, promotions, details, and reassignments. Hears and resolves employee complaints and refers serious unresolved complaints to higher-level management. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work. Develops, modifies, and/or interprets performance standards. Evaluates subordinate work performance ensuring consistency and equity in rating techniques. Approves or disapproves leave requests.

(4) Performs the duties of the director in their absence.

(5) Performs other duties as assigned.

c. FACTOR DISCUSSION:

Factor 1 – Program Scope And Effect: This position is responsible for complete range operations located at an ARNG Training Center. Work directed and services provided include Range Operations and Range Maintenance. This position and function supports training center activities and services which is comparable to a small to medium military installation. Range operations, services, and functions provide support to the training center, and significantly affect its operations and objectives. The MTC-H/PSP and MTC-H are comparable to a small city.

Factor 2 – Organizational Setting: Work is performed under the general supervision of the Plans, Training, and Mobilization Officer, who is two levels below the State Adjutant General. The supervisor defines overall program objectives to allow the incumbent to independently plan and carry out the responsibilities for range and training activities. The incumbent resolves most conflicts and hazardous situations independently and keeps the supervisor informed, as required. The incumbent under general guidance

given by the director determines the course of action to be taken or methods or techniques to be applied. Maintains classified documents within established standards as established in regulatory guidance and under the supervision of the director. Work is reviewed for effectiveness in meeting safety requirements and mission objectives in compliance with statutory and regulatory guides, correspondence, reports, etc.

Factor 3 – Supervisory and Managerial Authority Exercised: Plans and schedules work, sets and adjusts short-term priorities, and prepares work schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and the abilities of staff. Provides advice, guidance, and direction to employees on a wide range of range management and administrative issues. Interviews candidates for positions and selects, or recommends selection of, candidates for vacancies, promotions, details, and reassignments. Hears and resolves employee complaints and refers serious unresolved complaints to higher-level management. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work. Develops, modifies, and/or interprets performance standards. Evaluates subordinate work performance ensuring consistency and equity in rating techniques. Approves or disapproves leave requests.

Factor 4 – Personal Contacts: Frequent contacts include subordinate personnel; technicians, AGR, state, contract and M-Day personnel; command headquarter's personnel; and senior commanders and staff officers, etc. These contacts maybe formal or informal and occur in conferences, meetings, or by telephone. The employee ensures that information provided to outside parties is accurate and consistent; that work directed is planned and coordinated with others outside the organization; and that differences are resolved involving the opinions of managers, supervisors, employees, or others.

Factor 5 – Difficulty of Typical Work Directed: This position is responsible for providing direction and supervision over work *constructed* at the GS-9 level (Range Operations Assistant, Range Operations NCO, Target Systems Repairer) and best characterizes the nature of the basic, mission oriented, non-supervisory work performed in the organization. Workload constitutes 25 percent or more of the workload of the organization.

Factor 6 – Other Conditions: Work supervised involves technical and complex support work *constructed* at the GS-9 level and requires consistency of service, interpretation or advice in accordance with guidance and regulations.

## EVALUATION STATEMENT

A. Title, Series, and Grade: Range Operations Manager, GS-0301-11

B. Reference: USOPM/PCS for:

1. Miscellaneous Administration and Program Series, GS-0301, January 1979.
2. General Schedule Supervisory Guide, June 1998.

C. Background: This package results from a functional working group tasked with reviewing, developing and/or revising PDs for the ARNG training centers.

D. Pay Plan, Occupational Series, Title, and Grade:

1. Pay Plan: This is a supervisory position that has as its paramount requirement, knowledge, experience, and technical supervision of administrative, clerical, scientific, artistic, or technical work not related to trades, craft, or manual-labor work. Such positions are covered by the General Schedule (GS) pay plan. Therefore, this position is assigned to the GS.

2. Occupational Series: The primary purpose of this position is to serve as a Range Operations Officer with responsibility for live fire training facilities and impact areas; serving as an advisor on all matters pertaining to the use of training center range facilities; and maintaining responsibility for the conduct and safe firing of live ordnance. The paramount requirement of this position is management of administrative knowledges, skills, and abilities involving two-grade interval work for which no series has been established. Therefore, the "Miscellaneous Administration and Program Series, GS-0301" is descriptive for skill and knowledge requirements. This position is therefore classified to the GS-0301 series.

3. Title: No titles are specified for the GS-0301 series, Reference B.1., therefore, this position is given the descriptive title of Range Operations Manager. Although this position is supervisory, the word "Manager" is used to denote supervision.

4. Grade: The grade for this position has been determined by using the GSSG, Reference B.2. The narrative evaluation is provided in the Narrative Discussion (Para C) portion of the PD. The GSSG Evaluation Chart is also provided for easy reference.

E. Conclusion: Range Operations Manager, GS-0301-11

CLASSIFIER: Myra Lockie, NGB-J1-TNC

DATE: 27 Oct 04

**GENERAL SCHEDULE SUPERVISOR  
POSITION EVALUATION CHART**

FACTOR	FL	PTS.	REMARKS
1. PROGRAM SCOPE & EFFECT	1-2	350	See Narrative Analysis
2. ORGANIZATIONAL SETTING	2-1	100	See Narrative Analysis
3. SUPVY & MANAGERIAL AUTHORITY	3-2c	450	See Narrative Analysis
4. CONTACTS			
A. NATURE	4A-2	50	See Narrative Analysis
B. PURPOSE	4B-2	75	See Narrative Analysis
5. DIFFICULTY (BASE WORK)	5-5	650	See Narrative Analysis
6. OTHER CONDITIONS	6-3a	975	See Narrative Analysis
Adjustment Provision	Y or N	No	NA
<b>TOTAL POINTS ASSIGNED:</b>		<b>2650</b>	<b>GRADE: GS-11</b>

NARRATIVE ANALYSIS:

FACTOR 1 – PROGRAM SCOPE AND EFFECT

FL 1-2      350 Points

a. Scope: This position is responsible for complete range operations located at an ARNG Training Center. Work directed and services provided include Range Operations and Range Maintenance. This position and function supports training center activities and services which is comparable to a small to medium military installation. This meets FL 1-2. FL 1-3 is not met as work at this level typically involves coverage encompassing a major metropolitan area, a State, or region of several states. This level of scope is not required for this position. Professional (lawyer, doctor, teacher, etc) level functions and services are also not required, nor provided. Therefore, FL 1-3 is not met.

b. Effect: Range operations, services, and functions provide support to the training center, and significantly affect its operations and objectives. The MTC-H/PSP and MTC-H are comparable to a small city. This meets FL 1-2. FL 1-3 is not met as this involves functions and services accomplished directly and significantly impacting a wide range of agency activities, the work of other agencies, or the operations of outside interests. "Agency" is compared to NGB-level of work effected. Therefore, FL 1-3 is not met.

FACTOR 2 – ORGANIZATIONAL SETTING

FL 2-1      100 Points

Work is performed under the general supervision of the Plans, Training, and Mobilization Officer, who is two levels below the State Adjutant General. FL 2-2 is not met, as this position would require reporting directly to the Chief of the Joint Staff to meet this level. Therefore, FL 2-1 is correctly assigned.

**FACTOR 3 – SUPERVISORY AND MANAGERIAL  
AUTHORITY EXERCISED**

FL 3-2c 450 Points

FL 3-2c is met as this position performs at least three of the first four requirements and a total of at least six of the 10 total authorities and responsibilities contained in Reference B.2., as follows: Plans and schedules work to be accomplished by subordinates. Sets and adjusts short-term priorities. Assigns work in consideration of employee skills and mission requirements. Rates subordinates' work performance. Advises, counsels, or instructs employees on work and administrative matters. Interviews candidates and recommends appointment, promotion, or reassignment to positions in the unit. Hears and resolves employee complaints and refers group grievances, or more serious unresolved complaints, to a higher-level supervisor. Effects minor disciplinary actions and recommends action in more serious cases. Identifies and provides for employee training and development. Finds ways, as needed, to improve production or increase the quality of work directed. Develops performance standards.

**FACTOR 4 – PERSONAL CONTACTS**

a. Subfactor 4A-2 – Nature of Contacts

FL 4A-2 50 Points

FL 4A-2 is met as frequent contacts include subordinate personnel; technicians, AGR, state, contract and M-Day personnel; command headquarter's personnel; and senior commanders and staff officers, etc. These contacts maybe formal or informal and occur in conferences, meetings, or by telephone. This is characteristic of FL 4A-2. FL 4A-3 is not met as this involves frequent contact with key staff of public interest groups, journalists, congressional committees and subcommittees, contracting officials, etc. This level is not required for this position. FL 4A-2 is assigned.

b. Subfactor 4B-2 – Purpose of Contacts

FL 4B-2 75 Points

FL 4B-2 is met as the employee ensures that information provided to outside parties is accurate and consistent; that work directed is planned and coordinated with others outside the organization; and that differences are resolved involving the opinions of managers, supervisors, employees, or others. This meets FL 4B-2. FL 4B-3 is not met, as the purpose of contacts is to justify, defend, or negotiate the project, program segments, etc., in obtaining or committing resources, gaining compliance, etc. this is not required for this position. FL 4B-2 is therefore assigned.

**FACTOR 5 – DIFFICULTY OF TYPICAL WORK DIRECTED**

FL 5-5 650 Points

FL 5-5 is met as this position is responsible for providing direction and supervision over work *constructed* at the GS-9 level (Range Operations Assistant, Range Operations NCO, Target Systems Repairer) and best characterizes the nature of the basic, mission oriented, non-supervisory work performed in the organization. Workload constitutes 25 percent or more of the workload of the organization. FL 5-6 is not met as there are no

non-supervisory positions at the GS-11 level in the organization that constitute 25 percent or more of the workload. Therefore, FL 5-5 is assigned.

FACTOR 6 – OTHER CONDITIONS

FL 6-3a 975 Points

FL 6-3a is met as work supervised involves technical and complex support work *constructed* at the GS-9 level and requires consistency of service, interpretation or advice in accordance with guidance and regulations. FLs 6-4 a. is not met as this position does not involve substantial coordination and integration of a work assignments, projects, or program segments that are professional or at a scientific equivalent to the GS-11 level. FL 6-3a is therefore assigned.

Tentative Grade: 2650 points equates to GS-11.

CONCLUSION: Range Operations Manager, GS-0301-11

CLASSIFIER: Myra Lockie, NGB-J1-TNC

DATE: 27 Oct 04